

Research Technician 2 Job Analysis

editing and implementing corrections to employer-reported data, processing survey instruments including classification of responses based on reading and implementing program documentation provided by the Bureau of Labor Statistics; and updating address information necessary to the survey process.

The position also telephones Wisconsin employers for clarification and explanation of data reported, to obtain omitted information, miscellaneous data processing

- A1. Assist staff with survey handling, processing and applying categorical rules to classify responses as directed by the Leadworker and based on documented BLS program deliverable requirements.
- A2. Identify and communicate operational problems in handling and processing of surveys to the Leadworker and recommend corrective actions as needed to insure efficient and accurate unit production.
- A3. Work with the Leadworker to insure survey processing is consistent with the broader unit plans, and operational requirements as required by BLS training and documentation.
- A4. Monitor and modify as necessary address and contact information, track and propose corrective actions for undeliverable mail through the applications of standard software packages and documentation requirements.
- A5. Contact potential survey participants and solicit participation in the survey.

- B1. Assist staff with survey handling, processing and applying categorical rules to classify responses as directed by the Leadworker and based on documented BLS program deliverable requirements.
- B2. Identify and communicate operational problems in handling and processing of surveys to the Leadworker and recommend corrective actions as needed to insure efficient and accurate unit production.
- B3. Work with the Leadworker to insure survey processing is consistent with the broader unit plans, and operational requirements as required by BLS training and documentation.
- B4. Monitor and modify as necessary address and contact information, track and propose corrective actions for undeliverable mail through the applications of standard software packages and documentation requirements
- B5. Contact non-responding survey participants and solicit participation in the survey.

- C1. Make recommendations to survey processing schedule to meet state needs and BLS requirements.
- C2. Participate with other members of the OES/QCEW units to design improved methods of processing program data.
- C3. Coordinate with the Leadworker(s) the design of special pamphlets and brochures for use in explaining program statistics to the public.
- C4. Provide data entry support to each program.

- D1. Provide ancillary services and short-term project support in other BLS funded programs as needed.

D2. Other miscellaneous tasks as assigned by the Research Analyst Supervisor.

Knowledge and Skills

Considerable knowledge of the Federal and State Employment and Wage Information Program needs and reporting requirements.

Considerable knowledge of confidentiality/privacy issues, principles, practices, requirements, and policies.

Considerable knowledge of the other BLS directed Federal/State Labor programs and the consequences that program changes may have on related programs.

Considerable knowledge of the use and operation of word processing programs, spreadsheets and database management programs, such as WINDOWS, WORD and EXCEL.

Knowledge of mainframe data entry.

Knowledge of survey-data analysis procedures.

Extensive skill in interpersonal communications necessary to ensure cooperation of survey respondents. Considerable knowledge of Wisconsin's economy and its industry employment patterns, employer composition, and the unique traits of businesses found in different areas of the state. (A1, A3-A5, B1, B3-B5, C1, C2, C3, D1, D2)

Considerable knowledge of USPS mail handling and addressing protocols.